

Technical Support Services Contract

USAID Contract EEE-C-00-01-00020-00

Quarterly Report

October 1, 2003 – December 31, 2003



Submitted to:

Azza El-Abd, General Development Officer

Winston Bowman, Regional Director

United States-Asia Environmental Partnership

Submission date: January 15, 2004

Submitted by:

The Louis Berger Group, Inc.

2300 N Street, NW, Suite 703

Washington, DC 20037

Table of Contents

PREFACE	3
EXECUTIVE SUMMARY	4
KEY QUARTERLY ACTIVITIES	6
PROGRAM SUPPORT.....	6
Regional Activities.....	6
IR1 – Improved Environmental Governance.....	6
IR2 – Improved Urban Environmental Management.....	7
IR3 – Improved Industrial Environmental Management.....	11
OPERATIONAL SUPPORT.....	15
Communications	15
Grants and Short Term TA (STTA).....	16
Other Supporting Activities.....	17
Results Monitoring and Reporting	18
Invoicing and Budgeting	19

PREFACE

The Technical Support Services Contract (TSSC) for the U.S. - Asia Environmental Partnership (US-AEP) is comprised of two principal teams: Program Support and Operational Support. TSSC staff is located in Washington DC, Bangkok, Delhi, Hanoi, Jakarta, and Manila.

Program Support staff offers technical assistance in implementing activities in all US-AEP countries, with a principal focus on urban and industrial programs, as detailed in the 2004 US-AEP Country Work Plans. Program Support staff also oversee the administration of TSSC Grants and Short-Term Technical Assistance.

Operational Support team provides technical and administrative support to TSSC Program Support staff and TSSC Country Program Coordinators as well as USAID US-AEP personnel, assists in partnership collaboration and development, and leads US-AEP's communication activities. Operational Support staff also ensures the smooth-running of TSSC operations, including results reporting, systems management, grants and STTA administration, invoicing and related financial operations, and various administrative functions.

This report covers the activities of the TSSC for the period October 1, 2003 – December 31, 2003. These activities are reported under two categories: Program Support and Operational Support.

Program Support activities are summarized under the following headings:

- Regional Activities
- Intermediate Result 1 – Improved Environmental Governance
- Intermediate Result 2 – Improved Urban Environmental Management, Technologies, and Resource Efficiency
- Intermediate Result 3 – Improved Industrial Environmental Management, Technologies, and Resource Efficiency

Operational Support activities are summarized under the following headings:

- Communications
- Grants and STTAs
- Results Reporting
- Other Supporting Activities

A synopsis of TSSC's quarterly activities is provided in the following Executive Summary.

EXECUTIVE SUMMARY

Regional Activities

With the addition of Winston Bowman as the new US-AEP's Regional Director, the regional aspects and regional importance of US-AEP has been re-energized. Over this past quarter, TSSC, in support of this regional thrust, provided assistance to US-AEP management in the development of a well-defined regional strategy and workplan. Additionally, TSSC staff continued to provide technical leadership and support to a variety of activities that are of regional importance such as the Mayors' Asia-Pacific Environmental Summit, in which TSSC provided a summary of the past Summit along with recommendations for future activities and the Clean Air Initiative, in which TSSC participated in and facilitated meetings for US-AEP personnel at the Better Air Quality Conference. Additionally, due to US-AEP's more streamlined approach, Country Managers are programming activities that focus on select key environmental challenges such as clean air, water, and waste management. Given these common challenges, it is expected that more regional programs will develop and enable US-AEP to further leverage its efforts through the sharing of successes among its individual country programs.

Intermediate Result 1 – Improved Environmental Governance

The TSSC continued to support US-AEP activities that are focused on enhanced environmental policy and governance. Such recent support was provided to: Eco-Watch TSSC grant activities in Darjeeling, India; a study tour to the Chesapeake Bay in Maryland for Thai agencies involved in the Tha Chin River Basin Community-Based Environmental Management activities; the Cleaner Production component of the Tha Chin River basin project in Thailand; and the development of a pollution charge program in Vietnam.

Intermediate Result 2 – Improved Urban Environmental Management, Technologies, and Resource Efficiency

US-AEP's urban activities continue to receive substantial TSSC support through the provision of direct technical input in the design and implementation of activities, as well as through TSSC funding vehicles such as grants and STTA. TSSC supported air quality activities in several US-AEP countries including a study tour for a Filipino delegation to Bangkok to learn about Thailand's successful air quality initiatives; support for the Pollution Control Department project in Thailand to reduce pollution from diesel vehicles in Bangkok; assistance to a delegation from the City of Portland to visit three Thai cities to improve municipal environmental management; short-term TA to assess options for low emissions vehicles in Sri Lanka; and drafting of the terms of reference for a Mid-Term Fuel Quality Strategy for Vietnam.

Solid and hazardous waste management likewise continued to be activities that called for TSSC support, including: supporting solid waste workshops and the development of a model municipal landfill site in India; facilitating the participation of 20 Filipinos from local governments and NGOs at the Solid Waste Management Association conference; analyzing data received from the Thailand Solid Waste Management Benchmarking Study; and assisting the Ministry of Industry in Vietnam and USEPA conduct hazardous waste train-the trainer programs.

Intermediate Result 3 – Improved Industrial Environmental Management, Technologies, and Resource Efficiency

TSSC's support to industrial programs includes those focusing on improved energy, water, and materials efficiency. Select support over the past quarter includes: awarding grants and short-term TA in India to develop water conservation and appropriate wastewater recycle and reuse systems; holding discussions in the Philippines on renewable energy and bio mass projects; providing support to Thailand's Energy Efficiency Development Association in its efforts to integrate energy efficiency into the development of national and provincial energy policy; and collaborating with USEPA in Vietnam regarding TSSC's provision of energy efficiency training to the Vietnamese National Cleaner Production Centre.

Additionally, TSSC staff continues to be engaged in a variety of activities that support the adoption of environmental management practices and Eco-Industrial Development (EID) concepts. In Thailand, a strategy was developed to improve the environmental practices of industries in one district; in India, support was provided to activities relating to eco-housing and an expanded EMS for the Delhi Metro Rail Corporation; and in the Philippines, assistance was provided to the Philippines Environment Partnership Program to promote compliance with environmental laws and curb industrial pollution in three industry sectors. In Vietnam, an assessment survey of EID pilot activities in two industrial zones was developed, technical input was provided on the Ministry of Industry's (MOI) "Sustainable Development Action Plans" for the textile and chemical sectors, and assistance was provided to MOI on its workshop on 'National Sustainable Development of Industry', including giving the workshop's key-note address. Additionally, TSSC continued to support Vietnam's establishment of Responsible Care (RC), including conducting a training workshop and supporting a Vietnamese delegation to attend the regional RC conference in Korea.

Operational Support

During this past quarter, TSSC played a leading role in working with US-AEP program management, Country Managers, and US-AEP contactors and grantees in the development of FY03 results. This assistance centered on the compilation and assessment of data into the FY03 Results Data Report. TSSC additionally provided substantial input into the 2004 Annual Report and Program Review and worked with US-AEP management in the revision and finalization of the projects' Results Framework.

The TSSC Communications Team produced a range of materials, including success stories, a draft Communications Strategy, and display boards for the Better Air Quality conference and continued to assist Country Managers with public relations initiatives. TSSC is also assisting in developing a website for the Thai Diesel Pollution Reduction Initiative.

TSSC's Operational Support team additionally provided systems management, grants management, invoicing and related financial operations, and other administrative activities in support of US-AEP activities.

KEY QUARTERLY ACTIVITIES

PROGRAM SUPPORT¹

Regional Activities

The TSSC finalized a draft regional strategy and regional work plan for presentation by Winston Bowman, Regional Director, to the US-AEP Country Managers in Bangkok in December 2003.

TSSC staff provided input about next steps with MAPES. This included an estimate of total funds expended on MAPES (both the 2003 event and past events, including labor costs), a summary of Country Manager feedback on the 2003 event, and a summary of issues to be considered for the future.

The TSSC provided briefings for the Better Air Quality conference, held in Manila in December 2003. This meeting was also attended by several TSSC representatives who are working on improved air quality projects in their respective countries.

The TSSC in DC held a meeting with representatives from the Institute for Global Environmental Strategies (IGES), a Japan-based Asian NGO, on the various urban and industrial environmental management activities that IGES is conducting throughout Asia.

Intermediate Result 1 - Improved Environmental Governance

India – The TSSC reviewed the deliverables for the first part of the US-AEP grant to the Federation of NGOs in Darjeeling (FOSEP) and additional reports were requested. This grant, to form a community based Eco-Watch Group in Darjeeling, has been successful. The Eco-Watch forum is acting as a bridge between the local communities and the urban administration and a number of concrete steps have been taken towards cleaning up the city. Ten community meetings were held over the reporting period, with a primary focus on solid waste management. The Municipality has converted several roadside garbage disposal sites into gardens and door-to-door waste collection has started in a few wards in collaboration with a local NGO. US-AEP successfully leveraged further funds from two local organizations for this project.

Thailand - Under a grant from the Council of State Governments (CSG), US-AEP is working with the University of Maryland's Center for Environmental Science (UMCES) to strengthen Community-Based Environmental Management (CBEM) in the Tha Chin River Basin in Thailand through a partnership with two other watersheds – the Laguna de Bay in the Philippines and the Chesapeake Bay in the US. In October, the TSSC accompanied a study trip from the provinces and government agencies involved in CBEM activities in the Tha Chin River Basin to Maryland to learn from the Chesapeake Bay Program there. TSSC staff also discussed future US-AEP/Thailand activities on this project with US partners and with Thai Ministries. TSSC

¹ Note: Suzanne Billharz, US-AEP Country Manager for Indonesia, continues to be funded under the TSSC. For information on US-AEP/Indonesia activities please refer to the US-AEP monthly reports that Suzanne and Jim Woodcock submit directly to USAID.

staff in Thailand also designed a work plan to integrate a Cleaner Production component into the Tha Chin River basin project, which will provide expert assistance and involve local industries and partners.

Vietnam - The TSSC assisted with arranging a meeting for US-AEP partner organization, PADCO, with the Environmental Management Division, Hanoi Department of Science and Technology (DOSTE). PADCO is working on developing a new activity for the US-AEP portfolio, focusing on providing assistance for a pollution charge program. The TSSC also attended the meeting. The program will serve as a model for other provinces, and generate new resources for environmental investments.

Intermediate Result 2 - Improved Urban Environmental Management, Technologies, and Resource Efficiency

Improved Air Quality

Philippines - From November 4–8 a Filipino delegation, comprising 8 participants from government, NGO, academia, the tricycle association and the press, traveled to Bangkok to learn about Thailand's successful air quality initiatives and experience in reducing fuel emissions, including converting from two-to-four stroke engines and incorporating cleaner fuels into its tuk-tuk and taxi fleets. The TSSC facilitated, coordinated and accompanied this study trip. Meetings focused on such topics as the role of national and local governments, new alternative technologies and fuels, pricing structures, vehicle emission standards, enforcement and maintenance, and stakeholder engagement.

Following the trip, members of the delegation and TSSC staff in the Philippines met with representatives of the Asian Development Bank (ADB) and the mayor of Puerto Princesa, Palawan, to develop a pilot tricycle program and air quality management program in that city. The TSSC will concentrate on immediate initiatives, such as banning lube oil additives, conducting emissions inspections, and financial support for upgrading engines. The ADB will be running a parallel and complementary program. With assistance from TSSC staff, the pilot project was presented to the Better Air Quality Conference in Manila in December by a participant in the study tour.

TSSC staff assisted in the preparation of the keynote address given by the US-AEP Country Manager to the 7th annual Pollution Prevention Roundtable in Manila in November.

Thailand - In Thailand, discussions were held with the World Bank, Pollution Control Department (PCD) and a consultant, to determine US-AEP input into the PCD led project to reduce pollution from diesel vehicles in Bangkok. This will include funding and coordinating a survey of owners/drivers of diesel vehicles to gain a better understanding of factors affecting in-use diesel vehicle emissions, quantify them and assess alternative mitigation options; coordinating and assisting study tours and exchanges; supporting the Project Coordinator and a consultant through TSSC funding mechanisms; creating a website and other promotional material for the project; and supporting testing and retrofitting of vehicles.

The project website is currently under development and Terms of Reference (TOR) for the survey have been drawn up and distributed to potential contractors. The TOR was designed to brief a Thai contractor to undertake at least 2,500 interviews (surveys) of the owners/drivers of diesel-engine vehicles at specified locations in the Bangkok Metropolitan Administration (BMA) area. The survey will obtain estimate characteristics of diesel vehicles operated in Bangkok categorized by type, age, mileage, maintenance practice, and use (commercial or private).

TSSC staff organized and accompanied a study tour to Hong Kong in December to learn about Hong Kong's diesel control program. The tour included visits to the Kowloon Motor Bus Company and a dynamometer vehicle emission testing center.

TSSC staff met with EPA in the US to discuss the possible involvement of the National Vehicle and Fuel Emissions Laboratory in providing technical support to develop and implement a diesel vehicle testing procedure and to conduct a subsequent assessment of the emission reduction impacts of certain technical measures.

Vietnam - TSSC staff, together with representatives from PetroVietnam, The Vietnam Directorate for Standards and Quality (STAMAQ) and the Vietnam Register, attended the World Fuels Conference in Australia. Following this, the TSSC Clean Cities Coordinator was asked to prepare the draft terms of reference for a Mid-Term Fuel Quality Strategy for Vietnam, which will set fuel specifications and vehicle emission standards. The TSSC will work with the Council of State Governments (CSG) on a series of national workshops to assist with this process and will oversee the translation of ADB policy guidelines into Vietnamese so that they are available to Vietnamese agencies developing policies and strategies.

At the Better Air Quality Conference in Manila, a meeting was arranged for the 13 Vietnamese delegates and the head of Clean Air Initiative-Asia (CAI-Asia). It was agreed the TSSC would be the "focal point" for coordinating CAI-Asia activities in Vietnam. Meetings were also held with other regional initiatives, including the Public Health and Air Pollution in Asia initiative and the EPA's Integrated Environmental Strategies (IES) research project. The TSSC also attended the first International Scientific Conference on Occupational and Environmental Health, held in Hanoi in November 2003 by the Vietnam Association of Occupational Health and the International Scholars in Occupational and Environmental Health Program at the University of Washington. Part of US-AEP/Vietnam air quality activity in FY04 may involve research on the health effects of air pollution, and establishment of a Vietnam chapter of the organization "Doctors for the Environment".

The TSSC worked with the ADB to arrange for translation and printing of six ADB policy guidebooks titled "Reducing Vehicle Emissions in Asian Cities".

Increased Access to and Improved Management of Solid Waste

India – TSSC staff followed up on a US-AEP grant awarded to the Center for Environment Education to promote rationalized segregation or mixing of waste streams and at-source reduction in order to reduce environmental loads, and on a US-AEP grant awarded to the All India Institute of Local Self-Government (AIILSG) to conduct a workshop on Techno Economic Solutions for Solid Waste Management (SWM) in India.

A grant was approved for the AIILSG to develop a model municipal landfill site in Nagpur. The grant will provide technical assistance to Nagpur Municipal Corporation in developing and constructing the landfill and will provide technical training and hands on experience to urban local bodies on developing sanitary landfill sites for the disposal of municipal waste.

The last of the five workshops on SWM organized by the City Managers' Association Gujarat (CMAG) under a US-AEP grant was held at Theni in Tamil Nadu. The TSSC provided technical assistance in changing the location from Patna in Bihar. All of the workshops have been extremely successful in providing training in modernizing solid waste management practices. Discussions focused on identifying deficiencies in present practices and familiarizing participants with the provisions of MSW Rules 2000 and Supreme Court Committee recommendations. The workshops also drew up road maps for implementation of the mandatory directions contained in these rules.

Philippines - In October, TSSC/Philippines provided cost-share assistance to 20 representatives from local governments and NGOs to participate in the Solid Waste Management Association of the Philippines (SWAPP) annual conference, which attracted 100 participants from throughout the Philippines. The conference focused on options for improving disposal facilities at the local level. Delegates visited LGU-operated composting and waste disposal facilities, and attended technical sessions on waste disposal management, private sector assistance in SWM, designing SWM facilities and financing options. TSSC staff also attended the conference.

Winning entries from the SWAPP-sponsored competition for architectural students to create solid waste facilities were displayed as part of a training session on establishing material recovery facilities. The entries were based on guidelines in the Design Manual for SWM facilities which was developed with support from US-AEP. The Design Manual has been adopted by the Metro Manila Development Authority and used in the design of SWM facilities in 17 local governments in Metro Manila.

Six US-AEP-sponsored delegates participated in the Solid Waste Association of North America annual conference in October and visited a number of landfills and composting facilities. Following this, the delegates, who included a number of mayors, met in Manila to discuss plans for improving SWM. The TSSC assisted in organizing the study tour in the US.

The TSSC also met with the United Architects of the Philippines and SWAPP to provide background information on the proposed TSSC grant activities and requirements.

Thailand - In Thailand, the TSSC continued to work on data received for the Solid Waste Management Benchmarking Study, funded by a TSSC grant, which will contribute to the World Bank's Environment Monitor 2003. The Environment Monitor will focus on solid and hazardous waste management.

Development of Effective Hazardous and Toxic Waste Management Facilities and Systems

Philippines - The TSSC worked with the University of the Philippines and USEPA on logistics for module #2 of the Hazardous Waste Management Certificate Course, scheduled for January 12-16, 2004. The module, "Emergency Preparedness and Response", will also prepare select participants involved in a two-day planning session for the Philippines Emergency Response Program (January 19-20). The two EPA course instructors will serve as facilitators for the planning session.

The TSSC, together with USAID, met with a representative of a company in the Philippines working to develop a hazardous waste disposal facility.

Vietnam - The TSSC assisted the Ministry of Industry (MOI) and a local NGO to develop a grant which will assist the MOI increase their capacity to independently conduct training on hazardous waste management. The TSSC assisted USEPA conduct a "training of trainers" program in December 2003. This will lead to a series of training sessions in 2004 for enterprise and government officials throughout the country.

TSSC staff also met with a company in Vietnam to discuss possible cooperation in promoting incineration of hazardous waste through cement kilns.

Increased Adoption of Urban Environmental Management Practices

India - The TSSC provided assistance to the visit of the Chief of Capital Projects Management, New York City Transit Authority, to assist the Delhi Metro Rail Corporation (DMRC) in expanding their existing Environmental Management System (EMS) to operational metro stations and a new line. This advisor conducted preliminary site audits, reviewed existing documentation and developed a plan of action, and worked with US-AEP and DMRC to develop a draft framework for long term cooperation, which will focus on the issues of Design for the Environment, Construction for the Environment and Operations for the Environment. The Delhi metro has decided to expand the EMS to include health and safety as per OSHAS 18001. Additionally, TSSC staff followed up on the grant awarded to the Indian Environmental Association to conduct four workshops aimed at promoting the principles of eco-housing and on creating sustainable urban habitats. Assistance was also provided via a STTA to study utility demand and generation of waste from urban houses. This data will be used to develop baseline principles in these areas which the Pune Municipal Corporation (PMC), in collaboration with US-AEP, will incorporate into the rules for urban housing development.

Thailand - The TSSC continued to provide support to the City Links project to improve municipal environmental management. Four representatives from the City of Portland visited Khon Kaen, Chiang Mai and Phuket, as a follow-up to the visit by delegations from these cities

to Portland in 2003. The visit was facilitated by TSSC/Thailand staff, which also provided assistance and interpretation. The Portland team reviewed the progress of project planning and implementation, provided guidance and support, and revised the action plan.

The TSSC also continued with activities which will lead to a partnership between the US Government Finance Officers Association and a Thai finance officers club. TSSC staff participated in meetings with the Thai Municipal Chief Finance Officers Club, the Municipal League of Thailand, and the Department of Local Administration. Both sides have agreed to collaborate through exchanges and other activities to make the partnership possible.

Intermediate Result 3 - Improved Industrial Environmental Management, Technologies, and Resource Efficiency

Improved Energy, Water and Materials Efficiency

India – A STTA was awarded to develop a feasibility proposal for a 10 MLD capacity wastewater recycle and reuse plant for Vishakapatnam Municipal Corporation (VMC), Andhra Pradesh. The plant would use low pressure vacuum assisted membranes to improve the water quality of the treated sewage. VMC plans to recycle the wastewater to industries for non-potable use.

A TSSC grant was awarded to the Selvakumar Sago Factory in Tamil Nadu to develop plans for water conservation and appropriate wastewater treatment systems. Several technology providers were contacted to solicit proposals for an anaerobic and aerobic wastewater treatment system. These proposals have been summarized in an interim report.

US-AEP continues to actively support rainwater harvesting projects throughout India. The TSSC facilitated meetings between officials of the Kamath Group, owners of Lotus Suites Hotel, and an expert on rainwater harvesting from the Centre for Science and Environment (CSE). US-AEP and CSE will work together to implement rainwater harvesting activities in the Western Region. In addition, TSSC staff organized an introductory workshop on rainwater harvesting, in cooperation with Lotus Suites, in Mumbai. A manual on “Rainwater Harvesting in Marathi” and the “Water Fact Sheet for Maharashtra” were launched at this meeting. The workshop was met with tremendous enthusiasm from local citizens wanting to set up rainwater harvesting structures in their localities and schools and generated considerable press coverage.

TSSC staff helped in coordinating arrangements for a 39 member delegation from India to attend the 76th annual Water Environment Federation’s Technical Exhibition and Conference (WEFTEC 2003) in the US in October. Over 800 US environmental companies showcased their latest water and wastewater technologies and the delegates from India shared information on water and wastewater projects and sourced appropriate technologies.

The TSSC facilitated a grant to the Maharashtra Energy Development Agency to develop a roadmap for the implementation of the Energy Conservation Act 2001 and to generate awareness amongst energy consumers about the Act. The grant will not only help in providing technical

assistance, but will also support and co-sponsor seminars in Pune and in Nashik. These seminars will create awareness about the Act and gather feedback on the draft Action Plan.

The TSSC organized a side event at the Climate Technology Bazaar in Delhi organized by the Ministry of Environment and Forests in cooperation with the Confederation of Indian Industry. Over 100 exhibitors from at least 12 countries and 5,000 business visitors participated in this event, which promoted climate-friendly technologies and practices.

Philippines - In the Philippines, discussions were held on renewable energy projects in Palawan and an NGO Bio Mass project with USAID.

Thailand - TSSC/Thailand (together with the Alliance to Save Energy) maintained its support for the Energy Efficiency Development Association (EEDA) in its efforts to provide policy makers with guidance on how to integrate energy efficiency into the development of national and provincial energy policy. TSSC staff attended a seminar on Sustainable Energy in Bangkok, co-sponsored by US-AEP, to help EEDA build their networks with key energy players. The TSSC also met with EEDA and an expert in net metering to discuss future activities.

Under a TSSC STTA arrangement, US-AEP/Thailand is supporting a technical team of experts that will facilitate the reduction of barriers to Net Metering. This team aims to achieve the removal of technical and institutional barriers to implement the regulations (e.g. reluctance of the utilities to allow grid connectivity, different interpretation of applicable laws by the agencies involved, and limited public relations campaigns). TSSC staff continued to meet with the team to check on their progress, make sure project deliverables are progressing on schedule, and that the STTA arrangement is properly administered.

Vietnam - US-AEP, primarily through TSSC technical personnel, will collaborate with US-EPA in an energy efficiency initiative in Vietnam. Though details are still being finalized, it is envisioned that US-AEP will coordinate with the National Cleaner Production Centre in its provision of energy efficiency training.

Increased Adoption of Industrial Environmental Management Practices

India – TSSC staff attended the Centre for Resource Education (CRE) workshop in Hyderabad on Principles & Practices of Eco-Industrial Development in October. This was the final workshop organized by CRE under a grant received from US-AEP.

Philippines - The Department of Environment and Natural Resources (DENR) launched the Philippines Environment Partnership Program (PEPP) in June 2003 in order to promote compliance with environmental laws and curb industrial pollution. In October, TSSC staff met with officials from the DENR and other agencies to discuss US-AEP support for PEPP and to plan activities. US-AEP, together with the Pollution Control Association of the Philippines, will develop Environmental Management Plans for three industry sectors: surface coatings, hotels and fast food restaurants.

The TSSC met with the Management Association of the Philippines and the Pollution Control Association of the Philippines to discuss grant proposals to develop the PEPP implementation guidelines; prepare information and education campaigns; provide technical assistance to the three industry sectors; and help DENR develop an EMS model applicable to PEPP.

The TSSC continued its assistance to the Philippine Business for Social Progress (PBSP) in its “Greening the Supply Chain” (GSC) project. TSSC staff participated in three GSC planning meetings with Shangri-La’s Mactan Island Resort, Cemex and Mactan Rock Industries in Cebu City. At these meetings, PBSP staff were given the opportunity to take the lead in anticipation of the complete transfer of program implementation by the end of the grant period in April 2004. TSSC staff also attended the Nestle Philippines GSC Recognition Awards for 44 companies and the launching of the 3rd GSC training for suppliers.

The TSSC met with the Environmental Management Program for Industry Competitiveness (EPIC) regarding potential Eco-Industrial Development (EID) in the Philippines.

Thailand - The TSSC developed an Industry Strategy for US-AEP/Thailand, which aims to facilitate partnerships between local governments, industries and civil society to improve the environmental practices of industries and promote cleaner production in Samut Sakorn. In addition, TSSC staff identified activities where US-AEP could support Thai partners such as the Pollution Control Department, industrial Associations, and the Federation of Thai Industries in their efforts to promote industrial pollution prevention and cleaner production.

Vietnam - To support the establishment of Responsible Care (RC) in Vietnam, TSSC staff met with the Chemical Society of Vietnam (CSV) to discuss the possibility of CSV housing a national RC office. The TSSC assisted with the preparation of an official request to the Ministry of Industry and compiled and translated supporting documents and information about the 41 chemical companies under the Vietnam National Chemical Corporation. The TSSC also assisted with the participation of 5 Vietnamese at the regional Asia Pacific Responsible Care Conference in Korea in November. The delegation included a Vice Minister from the Ministry of Industry, who is also the president of the CSV.

The TSSC also organized and facilitated a training workshop for about 25 representatives from Vinachem companies, PetroVietnam, and the Chemical Society of Vietnam, led by a TSSC RC specialist from the Philippines. The TSSC provided interpretation and assistance during the training and assisted in the translation of RC manuals and codes of practice. The codes will be added to the Vinachem website, and the manuals and codes will be distributed to companies participating in RC. TSSC staff attended several meetings with the RC “core group”, which includes Vinachem, the Ministry of Industry (MOI), Bayer Corporation, and the CSV, to discuss the necessary steps to officially establish an RC office and RC Council, and US-AEP support for RC education and promotion. In addition, Bayer agreed to provide additional training on RC for the plastics sector.

The TSSC met with the Director of the Center for Environmental Technology and Management (CENTEMA) of Van Lang University to discuss cooperation on an initial assessment of possible eco-industrial development activities in Bien Hoa 1 and 11 Industrial Zones. TSSC staff

prepared a survey questionnaire that will be used to determine the interest and readiness for the Bien Hoa 1 and 2 Industrial Zones outside of Ho Chi Minh City to apply select eco-industrial development concepts. The management of the Industrial Zones has shown a strong interest in cooperating with US-AEP and CENTEMA in implementing any recommended EID activities.

TSSC staff also met with the environmental consultant on a World Bank project to restructure the Vietnam National Garment and Textile Corporation (Vinatex). The consultant agreed to open upcoming EMS training provided under this project to Pho Noi Infrastructure Development Company management staff and representatives of selected enterprises. US-AEP has been working with management staff of Pho Noi Industrial Zone and MOI staff on various EID activities.

TSSC staff in Vietnam and DC provided input for the MOI's "Sustainable Development Action Plans" for the textile and chemical sectors, including facilitating STTAs and translation of the draft textile sector action plan. Technical information was provided by TSSC staff in DC, including research on best available technologies and life cycle manufacturing for fertilizers, pesticides, rubber, detergents and dry cell batteries.

Two delegates from Vietnam attended the Regional Facilitators Capacity Building and Experts Summit on Eco-Industrial Development, sponsored by Eco-Industrial Estates Asia Network (EIEAsia), and held in Calabne Bay, Philippines in October. TSSC COP, Elaine Blatt, also attended the participated in the Experts Summit and acted as a technical advisor in the Facilitator's Training component.

The TSSC assisted the Institute of Industrial Policy & Strategy of the MOI with a workshop on "National Sustainable Development of Industry" in Hanoi in December 2003. The workshop focused on improving dialogue between industry and government and assisting industries and enterprises to develop their environmental protection plans and understand government plans and priorities. TSSC COP, Elaine Blatt, gave a key-note presentation on Lessons Learned from Cleaner Production in Thailand and co-chaired the workshop.

OPERATIONAL SUPPORT

Communications

The TSSC Communications Team developed and produced various materials over this quarter including:

- A draft Communications Strategy, which was distributed for comments, discussed with the Regional Director, and presented to Country Managers in December.
- A brochure for the Thailand Diesel Pollution Reduction initiative.
- A flyer on US-AEP's eco-industrial development work that was distributed at a Brownfields event in the US.
- PowerPoint presentations about EID and US-AEP.
- Photography guidelines and an editorial calendar for *The Update*.
- Display boards for the Better Air Quality conference in the Philippines.

The Communications Team liaised with Country Managers and TSSC staff to develop a range of success stories with accompanying photographs and quotes. The stories were submitted to the Regional Director to assist in compiling US-AEP submissions for its annual report and will be used on the website and for other communications purposes.

Work began on development of the next issue of *The Update*. Future issues of the newsletter are under review as part of the Communications Strategy.

The Team assisted in public relations initiatives for India, Indonesia, the Philippines, Thailand and Vietnam, including:

- India: A press release for India's participation at MAPES 2003.
- Indonesia: A press release to highlight an Indonesian Mayor's participation at MAPES.
- Philippines: Two press releases to highlight newsworthy events: the first to promote the Philippines cities recognized at MAPES 2003 and the second to highlight a training project focused on toxic and hazardous waste management.
- Thailand: A press release for the launch of the Diesel Pollution Reduction initiative led by a partnership between US-AEP, the Thailand Pollution Control Department, and the World Bank's Clean Air Initiative.
- Vietnam: A press release publicizing the attendance of several high profile Vietnamese government officials at MAPES 2003. The release was picked up by two news agencies: *VnExpress* (the largest newspaper in Vietnam) and the Broadcasting Program of Natural Resources and Environment of the Voice of Vietnam.

The Team continued to maintain and develop the US-AEP website, including adding a Success Stories page and Public Relations section. The Public Relations section will link to a page containing press clippings or links to articles about US-AEP appearing in the press. It is anticipated that the Success Stories feature will also house all success stories in a searchable Access database.

Work started on developing a website for the Thailand Diesel Pollution Reduction initiative.

Grants and Short Term Technical Assistance (STTA)

The TSSC worked on the following grants:

- Improved Water Services Delivery in Indonesia through a grant to Yayasan Pendidikan dan Laithan Tirta Dharma (YPTD) to provide a two-person team of training management and curriculum experts. These experts will prepare and implement a water services training quality control system for YPTD training centers in Jakarta, Magelang, Medan and Makassar. The Grant Period will be from approximately November 15, 2003 until September 30, 2004. Total Estimated Grant Amount is \$24,994.
- National Center for Vehicle Emissions Control and Safety (NCVECS) to develop a curriculum for a Vehicle Inspection Training Program in Sri Lanka. The Grant Period is from October 19, 2003 to October 24, 2003. Total Estimated Grant Amount is \$7,584.
- All India Institute of Local Self Government (AIILSG) for development of a Model Municipal Landfill Site in Nagpur. The grant will fund the personnel and hiring costs of technical experts to develop the model landfill site. The Grant Period will be from November 24, 2003 and run until April 24, 2004. Total Estimated Grant Amount is \$6,000.
- Center for Environment and Chemical Engineering (CECE) in Vietnam to run two training courses on hazardous waste management and a workshop on sustainable development of industry in order to strengthen the capacity of agencies and industries to properly manage and dispose of hazardous wastes, particularly persistent organic pollutants, and to develop environmental management planning systems for sustainable development. The anticipated period of performance is December 01, 2003 to July 31, 2004. Total Estimated Grant Amount is \$9,000.
- Maharashtra Energy Development Agency in India (MEDA) to support effective implementation of the Energy Conservation (EC) Act 2001 in Maharashtra, to generate awareness on implementation of EC Act 2001, and to motivate energy consumers to undertake energy efficiency projects. Total Estimated Grant Amount is \$5,000.
- The Center for Environmental Technology and Management (CENTEMA) in Vietnam to evaluate EID pilot activities and determine the key environmental aspects, activities, and challenges of companies located at Bien Hoa 1 and 2 Industrial Zones (IZ) as well as those of the IZ management bodies. Total Estimated Grant Amount is \$800.

The TSSC also worked on the following STTAs:

- Deepak Zade - To support the Eco-Housing program in India.
- Jeff Lernould - To determine the feasibility and options for utilizing low or zero emissions vehicles for public transportation in Sri Lanka.
- Uday Kelkar - To conduct a wastewater recycle and reuse study in Vishakapatnam, India.
- Brent Smith - To review and provide comments on the draft sustainable development action plan for the textile sector for the Ministry of Industry in Vietnam.
- William Askins - To review and provide comments on the draft sustainable development action plan for the chemical sector in Vietnam.
- Keri Luly - To work with Development Alternatives and Global Reporting Initiative (GRI) in India on two GRI workshops and to develop further materials.

The TSSC developed and presented to Country Managers a grant process outline that provides details on timeframe and required documentation for each step of the grant development, implementation, and payment process. Similar guidelines are being prepared for the short-term technical assistance (STTA) process.

Other Supporting Activities

The TSSC designed and initiated the implementation of a regional tracking system. Research continued on the development of an Online TSSC Library. The TSSC provided documents and reports for the US-AEP Regional Director and assisted in revising the draft country workplans. TSSC staff also assisted in the preparation of the Council of State Governments grant proposals.

TSSC staff conducted research on various technologies, including highway noise measurement (for Government of Delhi); water and sewer pipe relining (India); carbonizing furnace control systems (India); nickel aluminide as a material for furnace fixtures (India); low energy air conditioning systems (India); acid recycling for the steel industry (India); and combustion technologies to reduce diesel emissions. In support of US-AEP's Energy Wise India activity, TSSC is providing technical input on the Peenya Industrial Cluster assessment reports and on the development of an Energy Management Tool for easy compilation and tracking of industrial energy use.

The TSSC also coordinated and escorted a green building study tour from India; attended the International Green Build Conference; researched partners for a potential waste plastic to plastic lumber feasibility study in the Philippines; and attended a USEPA Brownfields conference where discussions were held with several specialists about their possible involvement in US-AEP industrial environmental management activities.

Partnerships and collaboration were initiated and developed in several areas, including the possibility of a sister city partnership between San Diego and Hyderabad in India. Through a series of meetings with government officials and the private sector, the TSSC also supported the International Partnership for the Hydrogen Economy Ministerial Meeting; the visit of a delegation from the Indian Ministry of Petroleum and Natural Gas to the US; the development of the Green Building Center in Hyderabad; solid waste landfill activities in India; the Black Smiths Toxic Cleanup project in India; and the Water Conference in India.

The TSSC organized and hosted a US-AEP Partner's Meeting in Washington DC to introduce Winston Bowman as the new US-AEP Regional Director. The meeting allowed US-AEP contractors and grantees to provide an update on their activities. TSSC staff in India met with the US-AEP General Development Officer Azza El-abd and Regional Director Winston Bowman, during their visit to India in November.

At the request of the Regional Director, TSSC staff provided additional program coordination support in Thailand to aid in the transition following the departure of the Thailand Country Manager.

Activities were also carried out by staff funded through TSSC in relation to support for the ASEAN Cooperation Plan (ACP).

Results Reporting

The TSSC compiled the FY03 Results Data Report and drafted portions of the 2004 Annual Report and Program Review. Specifically, TSSC staff:

- Collected, compiled and summarized results data from countries and partners, prepared summary data on Strategic Objective (SO) Indicators for the Annual Report, and reviewed the data received to ensure accuracy and to eliminate double counting.
- Assisted in drafting sections of the Annual Report, including the SO Level Narrative, the Program Level Narrative, SO Indicator Tables, Program Data Sheets, GDA Narrative and Success Stories.
- Assisted in the development of the US-AEP submission to the Regional Development Mission/Asia (RMD/A) Program Review.
- Coordinated the collection and submission of partner inputs to the US-AEP submissions to the RDM/A Program Review

Assistance was provided to US-AEP management in the revision and finalization of the projects' Results Framework. The revised Results Framework presents an up to date portrayal of the program and incorporates the changes in program emphasis that have developed over the past several years. It will be used as a basis for developing a new US-AEP Program Monitoring Plan. The revised Results Framework is as follows: Strategic Objective - Cleaner cities and industries in Asia; IR1 - Improved environmental governance; IR2 - Improved urban environmental management, technologies and resource efficiency; and IR3 - Improved industrial environmental management, technologies and resource efficiency. The new reporting system is expected to be pilot-tested in April 2004.

The TSSC provided assistance to US-AEP/India in suggesting and reviewing the performance indicators included in the annual workplan for the Solid Waste Management Project. The project was dissected according to its purpose and program outcomes, and performance indicators were suggested for each level of objectives.

The TSSC provided detailed data to USAID as part of US-AEP's annual required reporting on climate change-related activities. TSSC staff also compiled results pertaining to Energy Wise India; facilitated data related to the President's Initiative on clean energy; and reported on US-AEP's GDA activities.

Invoices & Budgeting

The Finance and Administration Team has submitted 24 invoices to USAID. The Team is currently completing Invoice # 25 (December 2003). Invoices include reimbursements of FY02 grantees; staff travels expenses, labor, and other project expenses.

Line Item No.	Description	Percent of Budget Spent
01	Est. Cost for Professional Services in accordance with Section C and all other terms of the Contract	45.11%
02	Fringe Benefits	57.49%
03	Other Direct Costs * (Note: Includes all handling fees. Additional ODCs found in subcontract budgets)	66.21%
04	Travel Costs for Pro Bono Services in accordance with Section C.3.b, Creating and Strengthening Partnerships NTE	0.00%
05	Grant Program in accordance with Section C.3.e Grant Program NTE	32.74%
06	Indirects	46.81%
07	Subcontracts	28.69%
08	Fixed Fee	45.80%
Total Est. Cost Plus Fixed Fee		41.58%

NOTE: The percent expended is for the three year period of the contract effective September 27, 2001 and does not contain the option years. The percentage shown in the table is the percentage of budget spent as of November 30, 2003.

Estimated Utilization of Contractor's Level of Effort

The total LOE utilization under this contract as of November 30, 2003 is 108,863 hours